federal register

MONDAY, SEPTEMBER 20, 1976

PART IV:

GENERAL SERVICES ADMINISTRATION

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PRIVACY ACT OF 1974

Systems of Records

GENERAL SERVICES ADMINISTRATION

PRIVACY ACT OF 1974

Notice of a System of Records

Pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C. 552a, the General Services Administration (GSA) hereby publishes for comment a new system of records that will be maintained by GSA.

A new system report was filed with the Speaker of the House, the President of the Senate, the Privacy Protection Study Commission, and the Office of Management and Budget on July 23, 1976.

Any person interested in commenting on the routine use portions of the system of records contained in this notice may do so by submitting comments in writing to General Services Administration (BR), Washington, D.C. 20405. Comments must be submitted on or before October 20, 1976.

Dated at Washington, D.C., on August 27, 1976.

G. C. Gardner,
Director of Administration.

GSA/Regional Administrators—6

System name: Council of Governments (COG) Computerized Carpool Matching System, GSA/Region 3.

System location:

Regional Public Buildings Service
Office of Operating Program (3PG)
GSA Regional Office Building
7th and D Streets, SW.
Washington, D.C. 20407.

Categories of individuals covered by the system: Federal employees in the Washington, D.C., metropolitan area who voluntarily participate in the system.

Categories of records in the system: Carpool applications which include the name, home address, and business address of the person interested in joining a carpool; individual lists which include names and business information; and master lists which include all the information solicited.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended; and Air Pollution Prevention and Control Act, 42 U.S.C., Chap. 15B.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Employee applications are collected by Federal agencies and transferred without processing to GSA. GSA transfers the applications without processing to COG. COG transcribes the data on the applications to machine-readable form for computer processing. Computerized individual lists and master lists are prepared showing compatible carpool participants. The individual lists are sent from COG, through GSA, to employer agencies for distribution to the participating employees. The master lists are retained by COG and GSA. Additional routine uses are contained in the appendix following the GSA notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Carpool applications are on paper forms. Individual and master carpool lists are computer printouts.

Retrievability: Individual printouts are by name. Master lists are organized alphabetically by name and by location of home address.

Safeguards: Applications are stored in lockable files pending transfer to COG. Master lists are filed in lockable files.

Retention and disposal: Applications are transferred to COG promptly upon receipt and destroyed upon transcription to machine storage. Master lists are destroyed upon receipt of updated lists.

System manager(s) and address:

Regional Administrator
General Services Administration (3A)
Region 3
Washington, D.C. 20407.

Notification procedure: Information may be obtained from the Office of the Regional Administrator, at the address listed above.

Record access procedures: Requests to access records may be directed to the Office of the Regional Administrator, at the address listed above, in accordance with the GSA rules as promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Federal employees who desire to avail themselves of the benefits of the COG carpool matching program.

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